

CITY OF CHICAGO

TRAVEL GUIDELINES



City of Chicago
Mayor Rahm Emanuel

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TRAVEL POLICIES

The City of Chicago Travel Policy consists of guidelines and procedures for current and prospective City employees and contractors who travel on behalf and for the benefit of the City. This policy is administered by the Office of Budget and Management (OBM).

This policy:

- Is not intended to cover routine local travel or local travel related to the performance of an employee's regular job duties. Rather, this policy is intended for out-of-town travel or travel to Chicago from another city.
- Applies to all City departments, employees and contractors, regardless of funding sources (i.e. grants).
- Requires employees to secure the most economical means of travel, balancing cost, travel time and work requirements.
- Will be strictly enforced. Prior to travel, deviations from these guidelines must be justified in writing and approved by the Budget Director.

The City is not obligated to reimburse any employee, contractor or representative of the City for travel expenses which were not previously approved by OBM.

When an individual is required to travel on behalf and for the benefit of the City, the employee is expected to exercise good judgment in managing travel costs and make every effort to secure the most economical arrangements available at that time.

Before planning out-of-town travel, every effort should be made to identify local options for comparable conferences, meetings, seminars or training sessions.

GENERAL APPROVAL

GENERAL REQUIREMENTS

The City recognizes the following activities as appropriate for travel purposes:

- Delivery of legislative testimony.
- As a stipulation or condition of grant funding or otherwise required for state or federal certification.
- Presentation on behalf of the City at a conference or seminar.
- Financial or tax audit.
- Site visits or operational evaluations related to departmental improvement efforts.
- Court proceedings or case preparation.
- Attendance at conferences, meetings, seminars or training sessions for which: the topic is of critical interest to the City; representation at the event is in the best interest of the City, and the topic is related to an employee's professional development.

LIMITS ON PARTICIPANTS

Attendance at conferences, meetings, seminars or training sessions held outside the Chicago metropolitan area is limited to two employees unless otherwise approved by OBM. See page 15 for counties that comprise the Chicago metropolitan area.

BOARD OF ETHICS PROVISIONS

The two relevant provisions of the Governmental Ethics Ordinance are §§ 2-156-142(d) (10) and (12). They provide exceptions to the \$50 gift limitations for the following kinds of travel to be paid by a third party, not pursuant to a contract or grant (note: the \$50 gift limitation applies to anything given or offered beyond reasonable business-related travel, for example, golf expenses or little acrylic paperweights):

GENERAL APPROVAL CONTINUED

- (10) Any material or travel expense for meetings related to a public or governmental educational purpose, provided that any such travel has been approved in advance by the board [of Ethics], and further provided that such travel is reported to the board [of Ethics] within 10 days of completion thereof.
- (12) Reasonable hosting, including travel and expenses, entertainment, meals or refreshments furnished in connection with meetings, public events, appearances or ceremonies related to official city business, if furnished by a sponsor of such meeting or public event, and further provided that such travel and expenses, entertainment, meals or refreshments are reported are to the board [of Ethics] within 10 days of acceptance thereof.

It is the traveler's responsibility to contact the Board of Ethics.

TRAVEL APPROVAL PROCEDURE

- All travel arrangements are required to be secured through the City's designated travel management agency Corporate Travel Management Group (CorpTrav).
- Booking for airfare should be accessed through the CorpTrav on-line service, GetThere at wcp.getthere.net/corptravonline. Phone reservations to 877-448-9868 are allowed when travel arrangements require additional services not available in the on-line booking site. An additional fee is charged when reservations are booked through the phone reservation system.
- All travel outside the Chicago metropolitan area requires approval from OBM. See page 15 for counties that comprise the Chicago metropolitan area.
- A completed Travel Request Form (page 18) and supporting documentation must be approved by the appropriate department head and submitted to OBM as far in advanced as possible, but no later than **ten (10) business** days prior to the date of travel.

GENERAL APPROVAL CONTINUED

- Supporting documentation should include:
 - a cover memo from the department head justifying the benefit to the City that will result in the employee attending the conference, meeting, or training, etc.;
 - an agenda;
 - and the CorpTrav travel cost quote.
- The City is not obligated to reimburse employees for travel expenses that do not comply with the travel guidelines, or those not previously approved by OBM.
- If there is a disputed reimbursement, a representative from the Department of Finance will contact the department to resolve the outstanding matter. If it is not resolved in a timely manner, the undisputed portion will be reimbursed along with an explanation and instructions to resolve the outstanding amount.
- All expenses incurred while traveling will be charged to Account .0245, unless travel is related to a specific funding source or paid by a third party.
- Travel paid by a third party or employee, must adhere to these Travel Guidelines and the City's Ethic's rules.
- No petty cash reimbursements are allowed.
- No cash advances will be provided.

TRAVEL OUTSIDE THE CONTINENTAL UNITED STATES (U.S.)

- All requests for City travel outside the continental U.S. must be submitted to OBM as far in advanced as possible, but no later than **fifteen (15) business days** prior to travel. OBM will seek approval from the Mayor's Chief of Staff and will notify the department of approval or denial.
- Travelers should convert all foreign expenses to U.S. currency prior to submitting a Travel Expense Report. Official documentation of the exchange rate at the time of travel (i.e. bank receipt) must accompany all original receipts.

REIMBURSEABLE TRAVEL EXPENSES

TRANSPORTATION

- **City-owned Vehicles**

- Employees traveling on City business in a City-owned vehicle are entitled to reimbursement for gas, parking and toll expenses but not mileage reimbursement. Original receipts must be provided for all expenses.
- Employees are responsible for all fines related to parking or moving violations issued while traveling on City business.

- **Personal Vehicles**

- Employees may use personal automobiles for business travel within a 300-mile radius of Chicago.
- Employees will be reimbursed at the rate stated in the Annual Appropriation Ordinance mileage reimbursement or applicable Collective Bargaining Agreement, but in no event will the reimbursement exceed the cost of coach airfare.
- Mileage reimbursement includes full reimbursement for the cost of gas and general maintenance.
- Parking and toll expenses will be reimbursed separately with original receipts.
- Employee must carry liability and property damage insurance for business use of his or her vehicle and submit a copy of these insurance policies to the appropriate personnel within his or her department.
- Employees are responsible for all fines related to parking or moving violations issued while traveling on City business. Absolutely no exceptions will be made.

Refer to the City of Chicago, Department of Fleet and Facility Management vehicle policy for other rules and regulations regarding the use of City-owned and personal vehicles.

- **Car Rental**

- Car rental will not be approved for travel within the Chicago metropolitan area. City vehicles administered through

REIMBURSEABLE TRAVEL EXPENSES CONTINUED

the Department of Fleet and Facility Management Flex Fleet or ZIP Car programs should be reserved for such travel.

- Car rental is a reimbursable expense only when there is no other transportation available or the distance between lodging and/or meeting site(s) makes public transportation, taxi or other modes of transportation impractical.
- Car rental will be reimbursed at the compact car rate unless the need for a larger car can be justified.
- Daily rental rates, taxes, surcharges, gas and car rental insurance are all considered reimbursable items.
- Only one car rental will be allowed per trip. This includes trips with multiple travelers unless previously authorized by OBM.
- Employees are responsible for all fines related to parking or moving violations issued while traveling on City business. Absolutely no exceptions will be made.
- Original receipts are required for reimbursement.
- **Common Carrier (Air, Train, Bus)**
 - Reservations and ticket purchases should be made as far in advance as possible to take advantage of any available discount fares.
 - Tickets are to be booked at the most economical fare available that meets the requirement of the traveler's agenda.
 - No traveler may select tickets on a specific carrier or airport for any reason while on City business, unless it is the most economical fare.
 - First-class and business upgrades are prohibited.
 - Electronic tickets are the only acceptable delivery method of tickets unless this option is not available. The City's travel agency will advise.
 - Any charges incurred as a result of changes to an original airline reservation made prior to or during travel are subject to OBM approval.

REIMBURSEABLE TRAVEL EXPENSES CONTINUED

- **Ground Transportation**
(Taxis, Public Transportation, Livery Service)
 - Transportation to and from the airport is included in the ground transportation allowance in the reimbursement rate.
 - Shuttle service or public transportation is encouraged.
 - Ground transportation expense guidelines are provided on the Transportation Reimbursement Rate form (page 16).
 - Livery service may be used if the cost is less than the cost of a taxi service or other means of transportation.
 - Gratuity for ground transportation is the sole responsibility of the traveler.
 - Original receipts are required for reimbursement.



REIMBURSEABLE TRAVEL EXPENSES CONTINUED

LODGING

- The cost of a standard hotel room is reimbursable up to the maximum daily rate for the city group as listed in the "Rates" section of this policy (page 16), exclusive of applicable taxes.
- Employees may stay at higher priced hotels, but will only receive reimbursement up to the maximum daily rate for the applicable city group in the "Rates" section, if a lower priced hotel is available within a reasonable distance.
- The maximum daily rate may be exceeded only if a lower priced room is not available within a reasonable distance, and if approved by OBM.
- Hotel lodging within the Chicago metropolitan area (page 15) is not a reimbursable expense.
- All personal expenses must be paid for separately or deducted from the lodging bill before it is submitted for reimbursement.
- Original receipts are required for reimbursement.

MEALS

- Employees are entitled to a daily per diem allowance, as outlined in the "Rates" (page 16) section of this policy, as reimbursement for all meals inclusive of tax and gratuity. The per diem allowance is the maximum amount allowed for meals.
- Travelers are only allowed 50% of the per diem allowance on the first and last days of travel and only to the extent of their expenditure.
- Fifty percent (50%) of the per diem rate is allowed for travel that does not require an overnight stay.
- The traveler will only be reimbursed during travel for original itemized receipts submitted not to exceed the per diem allowance.
- If meals are included in registration fees, per diem will not be reimbursed for pre-paid meals.

REIMBURSEABLE TRAVEL EXPENSES CONTINUED

CONFERENCE REGISTRATION FEES

- Registration fees should be charged to the department's education and professional development accounts (.0169) unless travel is required under a specific funding source.
- Every effort should be made to take advantage of early registration or group rate discounts.

ADDITIONAL EXPENSES

Business-Related Expenses

- Business-related expenses incurred while on City travel may be reimbursed at the discretion of the department head. Following are examples of acceptable reimbursable business expenses:
 - Internet connections
 - Sending or receiving faxes
 - Photocopying
 - Express mail services
- Original receipts must be provided for reimbursement.

Laundry

- Employees traveling on City business for three or more consecutive days are entitled to reimbursement for laundry expenses up to a maximum of \$10 per three-day period beginning with the fourth day.
- Original receipts are required for reimbursement.

Telephone Calls

- If the employee has a City-issued cell phone, that phone should be used for all telephone calls (unless there is no service).
- When possible, employees should avoid surcharges by using cell phones.

REIMBURSEABLE TRAVEL EXPENSES CONTINUED

- Business calls may be reimbursed at the discretion of the department head.
- Original receipts are required for reimbursement.

Incidentals

- Reimbursement for incidental expenses will be approved at the discretion of the department head.
- Original receipts are required to reimbursement traveler for incidentals not listed above.

Travel Expense Advances

- Cash advances are not allowed.

TRAVEL BY CITY OF CHICAGO CONSULTANTS

Travel by consultants or contractors engaged by the City should adhere to the City of Chicago Travel Policy. Travel expenses should be included in the contract price and billed as required by the contract.

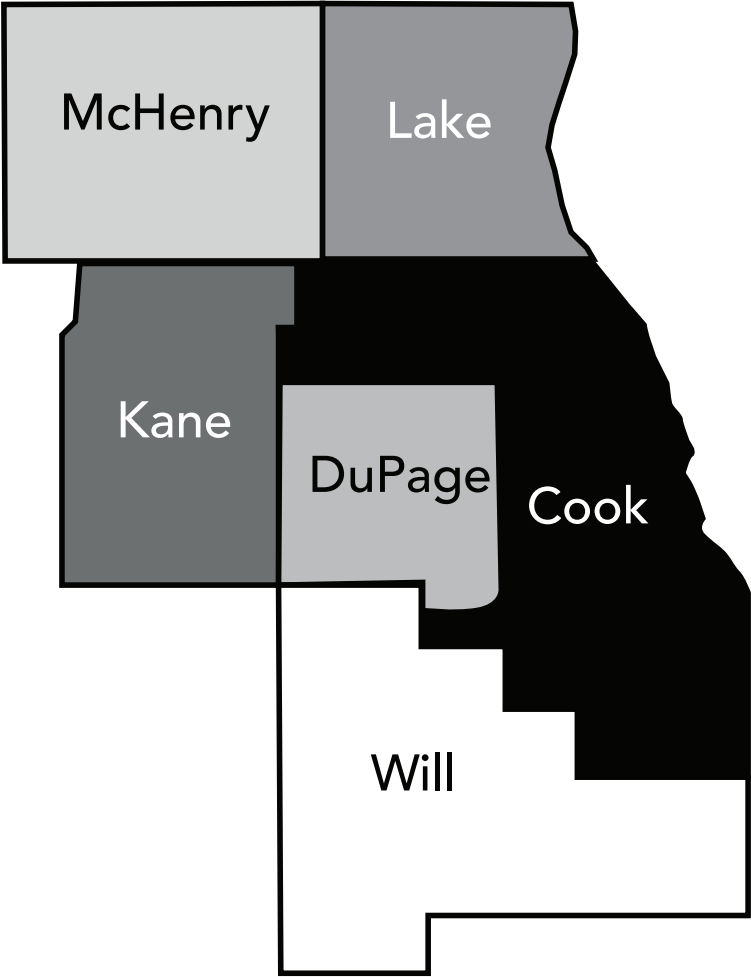
- Travel by non-employees at the invitation of the City must be approved by the Mayor's Chief of Staff and adhere to the City of Chicago Travel Policy.
- Reimbursement for non-employees will be for actual expenses within the per diem rate schedule (page 16), not a flat per diem.

REIMBURSEABLE TRAVEL EXPENSES CONTINUED

NON-REIMBURSEABLE TRAVEL EXPENSES

- Non-reimbursable expenses include, but are not limited to, the following:
 - Additional charges for hotel or room upgrades or special “club” floors
 - Alcoholic beverages
 - Airline baggage fees for stays of two nights or less
 - Coat check services
 - Entertainment, including but not limited to in-room movies
 - Late check-out and any guarantee charges
 - Parking or moving violation tickets
 - Personal services (i.e. health club, massage, personal maintenance)
 - Spousal or other family expenses
 - Toiletries
 - Travel accident insurance
 - Other expenses of a purely personal nature and not listed as reimbursable in these guidelines

CHICAGO METROPLITAN AREA



TRAVEL REIMBURSEMENT RATES

Reimbursement rates are categorized by relative travel costs associated with certain cities. For cities not listed, please consult with the Office of Budget and Management for appropriate reimbursement rates.

	GROUP 1 CITIES	GROUP 2 CITIES	GROUP 3 CITIES	GROUP 4 CITIES
	Boston, MA Los Angeles, CA Miami, FL New York, NY & Metro Areas San Francisco, CA Washington, DC & Metro Areas	Atlanta, GA Chicago, IL Baltimore, MD Philadelphia, PA San Jose, CA Seattle, WA White Plains, NY	Cleveland, OH Denver, CO Detroit, MI Indianapolis, IN Las Vegas, NV Madison, WI Memphis, TN New Orleans, LA Orlando, FL Phoenix, AZ Portland, OR San Diego, CA Springfield, IL** St Louis, MO Tampa, FL Honolulu, HI	Columbus, OH Cleveland, OH Hartford, CT Kansas City, MO Louisville, KY Madison, WI Milwaukee, WI Nashville, TN Pittsburgh, PA
GROUND TRANSPORTATION				
Including parking at point of departure.	\$55	\$50	\$40	\$40
TRANSPORTATION				
AIR:	Coach Economy	Coach Economy	Coach Economy	Coach Economy
RAIL:	Economy	Economy	Economy	Economy
PERSONAL CAR*:	\$.565/mile	\$.565/mile	\$.565/mile	\$.565/mile
LODGING				
Maximum daily rate is exclusive of applicable taxes. Taxes will be included in the reimbursement.	\$250	\$225	\$150	\$125
PER DIEM				
Including tax and gratuity.	\$65	\$60	\$55	\$50

* Mileage reimbursement follows the rate as determined by the Internal Revenue Service. 2012 rate is listed.

** When the Illinois legislature is in session, the Springfield, IL maximum is increased to Group 3.

TRAVEL REQUEST FORM

Name: _____ Department: _____
Purpose of Travel: _____ Bureau/Division: _____
_____ Destination: _____
Funding Code: _____ Departure Day and Date: _____
(If more than one code is used, specify amount per code.) Return Day and Date: _____

Third Party Travel ☐ If yes, please provide documentation from the Board of Ethics confirming review.

TRAVEL EXPENSE ESTIMATE

TO BE COMPLETED AND SUBMITTED 10 BUSINESS DAYS PRIOR TO TRAVEL TO THE
OFFICE OF BUDGET AND MANAGEMENT ALONG WITH PROPER DOCUMENTATION

Estimated Expense(s): Pick City _____
Transportation \$ _____
Ground Transportation \$ _____
Meals # of days of travel _____
1st and last day 1/2 the per diem rate _____ days @ _____ per day \$ _____
Lodging _____ nights @ _____ per day \$ _____
Registration (Acct. 0169) \$ _____
Other Expenses (please list)
Other: _____ \$ _____
_____ \$ _____
_____ \$ _____
CorpTrav Service Fee \$ _____
TOTAL ESTIMATE \$ _____

I have reviewed this travel request, and find:

- The purpose of this trip fulfills an important public objective;
- This trip adheres to the City of Chicago Travel Policy; and
- The purpose of the trip cannot be fulfilled locally.

TRAVELER _____ DATE _____
DEPARTMENT HEAD _____ DATE _____
OBM ANALYST _____ DATE _____
OBM DIRECTOR _____ DATE _____
CHIEF OF STAFF* _____ DATE _____

* for international travel and non-employees

Please attach approved Request Form to Expense Statement when submitting for reimbursement.

CITY OF CHICAGO TRAVEL GUIDELINES

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